

## REDEVELOPMENT PROJECT MANAGER

### DEFINITION:

To perform complex professional level works in research, design, and implementation of redevelopment activities in the City of Hayward.

### DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of Redevelopment specialist by the greater complexity of assignments received including management of specific redevelopment project areas and providing lead, technical or functional supervision to professional, technical and clerical positions in the performance of duties related to the City's redevelopment effort. Work involves responsibility for the application of professional knowledge and skills to affect research, analysis, planning and implementation of redevelopment activities and requires the frequent use of independent judgement. Specialized knowledge of planning, real estate and redevelopment techniques is required.

### SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Redevelopment Director. Assignments may require providing lead, technical or functional supervision to professional, technical and clerical positions.

### EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

1. Designs, implements and monitors the success of redevelopment activities, and may act as project manager for difficult and complex assignments such as establishment of new redevelopment project areas, negotiations for property acquisition or project development, or other special projects.
2. Assists in the development and implementation of goals, policies and priorities, and in the preparation of the Redevelopment Agency budget.
3. Acts as Agency chief in the absence of the Redevelopment Director.
4. Reviews development proposals submitted by developers or referred by Planning Department and responds to inquiries regarding development requirements.
5. Conducts research, performs analyses and makes recommendations on various redevelopment matters, including legislative analyses and recommendations.
6. Provides liaison with special interest organizations or project area committees.

7. Prepares written reports, including maps and graphic representations and makes public presentations.
8. Performs property acquisition, relocation, property management and building demolition assignments.
9. Prepares and monitors consultant contracts.

QUALIFICATIONS:

Knowledge of:

1. California Community Redevelopment Law and redevelopment practices.
2. Urban planning, urban design, and research concepts and methods.
3. Real estate development economics, financial analysis and public/private development structures.
4. Property acquisition and relocation laws and guidelines.
5. Negotiating techniques and ability to apply techniques to a negotiation process.

Ability to:

1. Accurately interpret laws, ordinances, regulations, maps, plans and development documents.
2. Work on several assignments and adjust priorities as directed.
3. Communicate clearly and concisely, orally, visually and in writing.
4. Work effectively within a team environment, and establish and maintain cooperative working relationships.
5. Perceive responsibilities within the context of citywide goals and objectives and to approach assignments with a customer oriented focus.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of recent progressively responsible professional experience in public redevelopment, city planning, economic development, or in private sector development or redevelopment.

Education:

Graduation from an accredited college with a Bachelor's Degree in planning, architecture, economics or public or business administration. A graduate degree in an appropriate field may be substituted for one year of experience.

PROBATIONARY PERIOD: One Year

794CS90

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt